

(National Book Development Board) Indicative Annual Procurement Plan for FY 2021

Code (PAP)	Procurement Program/Project	PMO/End-User/In-charge	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Human Resource Development Training and other related activities												
1000000000000000	Training/registration fees, airfare, accommodation, food etc.	A&F	Small Value Procurement	as need arises				GoP	226,000.00	226,000.00		for various seminar to be attended by NBDB management and staff
Assessment & Planning Activities												
1000000000000000	2D1N Food, accommodation, teambuilding facilities and facilitator, food during travel, token for wait staff & driver	A&F	Small Value Procurement	Jun-Jul 2021				GoP	124,000.00	124,000.00		Mid-year Assessment 2021 & Team Building
1000000000000000	Transport service (bus)	A&F	Small Value Procurement	Jun-Jul 2021				GoP	35,000.00	35,000.00		Mid-year Assessment 2021 & Team Building
1000000000000000	3D2N (overnight), food & accommodation, food during travel, token for wait staff & driver	A&F	Small Value Procurement	Nov-Dec 2021				GoP	186,000.00	186,000.00		2021 Year-end Assessment, Employees' Night & Annual Planning 2022
1000000000000000	Transport service (bus)	A&F	Small Value Procurement	Nov-Dec 2021				GoP	35,000.00	35,000.00		2021 Year-end Assessment, Employees' Night & Annual Planning 2022
Board Meetings												
1000000000000000	Food and venue for Regular and Other Special Board Meetings	OGB	Small Value Procurement	Jan-Dec 2021				GoP	120,000.00	120,000.00		
1000000000000000	Airline ticket (roundtrip) and other traveling expenses	OGB	Small Value Procurement	Jan-Dec 2021				GoP	120,000.00	120,000.00		
1000000000000000	Notarial Fee for Secretary's Certificate	OGB	Small Value Procurement	Jan-Dec 2021				GoP	5,000.00	5,000.00		
Other Office Functions												
1000000000000000	Airline ticket (roundtrip) and other traveling expenses	OED	Small Value Procurement	Monthly				GoP	144,000.00	144,000.00		for the Home Visit Privilege of the Executive Director
1000000000000000	representation expenses	OED	Small Value Procurement	as the need arises				GoP	60,000.00	60,000.00		OED with staff, NGAs and other stakeholders
1000000000000000	Airline ticket (roundtrip) and other traveling expenses	OED	Small Value Procurement	as the need arises				GoP	60,000.00	60,000.00		for other office functions
1000000000000000	Food, religious director's stipend, flowers, candles, fruit basket for mass offering, anniversary token, etc.	A&F	Small Value Procurement	May-Jun 2021				GoP	55,000.00	55,000.00		for Anniversary activity, etc.
Communication Expenses												
1000000000000000	Postage and Courier Services	A&F	Small Value Procurement	as the need arises				GoP	30,000.00	30,000.00		
1000000000000000	1-year subscription of postpaid plan/ cellcards	OED	Small Value Procurement	Quarterly				GoP	180,000.00	180,000.00		
1000000000000000	1-year subscription of landline	A&F	Small Value Procurement	Nov-Dec 2020		Jan	GoP	132,000.00	132,000.00			
1000000000000000	1-year subscription of internet	A&F	Small Value Procurement	Nov-Dec 2020		Jan	GoP	612,000.00	612,000.00			
Utility Expenses												
1000000000000000	1-year supply and delivery of drinking water	A&F	Small Value Procurement	as the need arises				GoP	60,000.00	60,000.00		
1000000000000000	1-year supply of tap water	A&F	Direct Contracting	Nov-Dec 2020		Jan	GoP	60,000.00	60,000.00			

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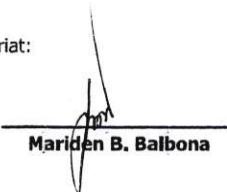

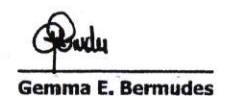

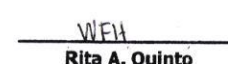
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1000000000000000	1-year supply of electricity	A&F	Direct Contracting	Nov-Dec 2020				Jan	GoP	624,000.00	624,000.00		
General Services													
1000000000000000	1-year supply of cleaning materials and 2 janitorial	A&F	Small Value Procurement	Nov-Dec 2020				Jan 2021	GoP	550,000.00	550,000.00		
1000000000000000	1-year contract of 1 security personnel	A&F	Small Value Procurement	Nov-Dec 2020				Jan 2021	GoP	515,000.00	515,000.00		
1000000000000000	Other General Services	A&F	Small Value Procurement	as the need arises					GoP	30,000.00	30,000.00		
Rental													
1000000000000000	Rent of Office Space, Parking Lot, Association dues, security deposit and advances, if any	A&F	Lease of Real Property	Nov-Dec 2020				Jan 2021	GoP	2,922,000.00	2,922,000.00		
1000000000000000	Rental of Photocopier Machine	A&F	Small Value Procurement	Nov-Dec 2020				Jan 2021	GoP	60,000.00	60,000.00		
Supplies and Materials													
1000000000000000	Commonly-used Supplies available and not available in PS	All Divisions	Small Value Procurement	as need arises					GoP	192,000.00	192,000.00		
1000000000000000	Accountable Forms	A&F	Small Value Procurement	as need arises					GoP	5,000.00	5,000.00		
1000000000000000	Nonaccountable Forms	A&F	Small Value Procurement	as need arises					GoP	5,000.00	5,000.00		
1000000000000000	Gasoline, Brake Fluid, Distilled Water for NBDB vehicles for three (3) NBDB vehicles	A&F	Small Value Procurement	Jan-Dec 2021					GoP	432,000.00	432,000.00		
1000000000000000	Other Supplies	A&F	Small Value Procurement	as need arises					GoP	48,000.00	48,000.00		
Repairs & Maintenance													
1000000000000000	Laundry of seat cover, air freshener, radial tires, aircon cleaning, car battery, change oil, tune up, vulcanizing, vehicle repair, brakes, under chassis, shock absorbers, detailing, etc.	A&F	Small Value Procurement	Jan-Dec 2021					GoP	72,000.00	72,000.00		for repair & maintenance of 3 NBDB vehicles
1000000000000000	repair & maintenance of other property, plant and equipment	A&F	Small Value Procurement	Jan-Dec 2021					GoP	100,000.00	100,000.00		for repair & maintenance of other PPE
Other MOOE													
1000000000000000	1-year subscription of online conference platform	A&F	Small Value Procurement	Nov-Dec 2020				Jan 2021	GoP	24,000.00	24,000.00		for online meetings and webinars of the different divisions
1000000000000000	Office supplies provision and representation to COA	A&F	Small Value Procurement	Jan-Dec 2021					GoP	10,000.00	10,000.00		for the auditing services
1000000000000000	Notarial Services	A&F	Small Value Procurement	Jan-Dec 2020					GoP	10,000.00	10,000.00		for other office functions
1000000000000000	Printing of Calling cards, Identification cards, rubber stamps, division signages, directional signs etc.	A&F	Small Value Procurement	as need arises					GoP	20,000.00	20,000.00		for other office functions
Taxes, Insurance Prem. And Other Fees													
1000000000000000	Renewal of licenses of NBDB vehicles, Taxes for Audit Tax Results, etc.	A&F	Agency-Agency	Jan-Dec 2021					GoP	35,000.00	35,000.00		

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1000000000000000	Insurance for Property, Plant and Equipment	A&F	Agency-Agency	Jan-Dec 2021				GoP	50,000.00	50,000.00		
1000000000000000	Fidelity Bond of NBDB Accountable Officers	A&F	Agency-Agency	Jan-Dec 2021				GoP	100,000.00	100,000.00		
								Total	7,822,000.00	7,822,000.00	-	


Note: A&F - Administrative and Financial Services Division
 AID - Accreditation and Incentives Division
 FMCD - Field Monitoring and Coordination Division
 IRMIS - Industry Research and Management Information Services
 OED - Office of the Executive Director
 OGB - Office of the Governing Board
 PPD - Policies and Programs Division

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